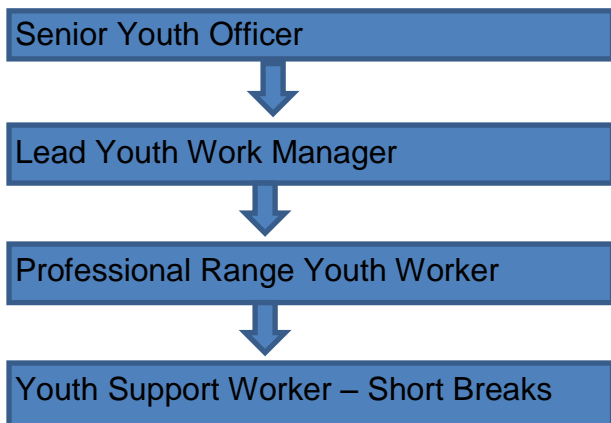


ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE SECTION	:	Early Help And Schools Youth Service
LOCATION	:	Various Locations throughout Rochdale Borough
POST TITLE	:	Youth Worker
POST NUMBER	:	
Grade:		JNC points 3-6
Accountable to	:	Professional Range Youth Worker
Accountable for	:	Young people and volunteers
Hours of Duty	:	6 hours per week, including willingness to work evenings, weekend and un-social hours as required in accordance with the needs of the Service and JNC terms and conditions.
Any Special Conditions of Service		<p>This post requires an enhanced DBS disclosure. JNC terms and conditions apply to all aspects of the work.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.</p>

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE POST

Assist in the delivery of Short Breaks provision in the borough of Rochdale through informal learning to groups of young people primarily aged 13-18 years.

Assist in the administration of educational and leisure opportunities for young people with disabilities, providing respite support for their parents and carers.

1. To assist qualified youth support workers and professional range youth workers in planning, delivering and monitoring programmes of youth work to groups of young people.
2. To work face to face with young people.
3. To record and report membership, attendance, achievement and financial information on a regular basis in agreed formats
4. To undertake specific training related to working with young people with learning and behavioural needs.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self & volunteers under the post holders control

Financial

To work in accordance with the financial regulations and procedures of the Authority

Equipment/Materials

To be responsible for the safe use and maintenance of equipment, furniture and materials as used by the post holder & volunteers accountable to them

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues & volunteers in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

First Level and unqualified youth support workers, volunteers
Professional Range youth workers, Senior Officers

External

Staff from other services and agencies working with young people, parents, members of the community and Elected members

Responsibilities

The postholder must :

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Value and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To assist on the planning, delivery and monitoring of Short Breaks provision with young people
2. Initiate and undertake activities within the programme that are fun and educational, with the involvement of young people to ensure participation and ownership.
3. Actively develop and nurture relationships with young people which are supportive effective and challenging. Challenge inappropriate behaviour in a way that allows growth and development.
4. Assist on session monitoring and recording sheets, including evaluation of the outcomes of work.
5. Monitor and accredit young people's learning, using Youth Service systems
6. Assist on administrative and financial tasks (following RBC financial regulations) including record keeping, security and communication for the sessions worked.
7. Attend regular supervision, staff meetings and service training courses /events as requested.
8. Attend and promote Short Breaks provision and the Youth Service at various events and locations as requested.
9. Undertake personal responsibility as part of the youth work team for all Health and Safety matters related to the work

10. Other such duties as may from time-to-time be necessary, compatible with the nature of the post.

Secondary Duties

- 1 To participate in Council programmes of in-service training and when required as an assessor, trainer and facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the post holder's supervisor and or Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	Robert Morrow	Date	March 2019
	_____		_____
Agreed by Postholder	_____	Date	_____

**Rochdale Borough Council
Person Specification**

Service :	Early Help and Schools	Post:	Short Breaks 6 hour post
Section :	Youth Service	Grade :	JNC Pt 3 - 6

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

	Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a)	Special Working Conditions		
1	Do you have a willingness to undertake RBC's induction and any other relevant courses as may be required?	E	AF,I
2	Are you willing to work evenings and weekends?	E	AF,I
3	Are you willing to undertake a certain amount of travelling in your role?	E	AF,I
4	Are you willing to represent the youth service at a range of key meetings?	E	AF,I
5	Are you willing to undertake relevant training	E	AF,I
6	Are you willing to work flexibly to the needs of the service?	E	AF,I
7	Are you willing to work at various locations throughout Rochdale Borough?	E	AF,I
(b)	Qualification and Experience		
1	Tell us about your experience of delivering youth work with young people and working face-to-face?	E	AF,I
2	Please give details of your experience of work in a youth work setting, paid or voluntary?	E	AF,I
(c)	Skills and Knowledge		
1	Can you give examples of when you have used the youth work curriculum and describe its impact upon a young person?	E	AF,I
2	Can you demonstrate individual commitment and compliance to youth service, children's service and corporate standards of behaviour, ensuring that values, beliefs, behaviour and standards as a youth worker and as an officer of the Council are of the highest standard?	E	AF,I

3	Please demonstrate a knowledge of the Service's Equality and Diversity policy and an ability to challenge discrimination, prejudice and oppressive behaviour?	E	AF,I
4	Can you provide an example of how you are able to establish, contact, maintain and develop relationships with young people?	E	AF,I
5	Can you demonstrate how you are able to work with young people enabling them to assess their current situation, express their aspirations and interests and identify opportunities for their personal and social development?	E	AF,I
6	Can you provide an example of how you have worked with young people enabling them to access and use information, generate options and make decisions?	E	AF,I
7	Can you tell us about a time when you have worked with young people to design and develop sessions with identifiable outcomes which meet their identified development needs?	E	AF,I
8	Provide details of your ability move and handle equipment as required for service delivery?	E	AF,I
9	Tell us about your ability to carry out safety checks and risk assessments as required by the Service?	E	AF,I
10	Please give details of your ability to complete necessary written records and can you list what records you feel would be necessary?	E	AF,I
Behaviours and Values			
1	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> Valuing our people Focusing on customers Acting with integrity Using time and money wisely Working together Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF,I
Armed Forces			
1	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D	AF,I
2	If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF,I